United Nations A/AC.172/2013/1

General Assembly

Distr.: General
3 June 2013

Original: English

Committee on Conferences
Substantive session of 2013
3-9 September 2013

Agenda and programme of work for 2013

The agenda for the substantive session of 2013 of the Committee on Conferences was approved by the Committee at its organizational session, on 29 April 2013, on the basis of an annotated provisional agenda proposed by the Secretariat (A/AC.172/2013/L.1, annex). The approved agenda for the substantive session of 2013 is accordingly issued in the present document.

In accordance with section F of the annex to General Assembly resolution 58/316, all matters pertaining to conference management and regularly reported under the agenda item "Pattern of Conferences" will be included in one consolidated report. Statistical and other relevant data will be presented as information supplementary to the report. The information on the paper-smart concept requested by the General Assembly in paragraph 21 of section IV of its resolution 67/237 is the subject of a separate report. The draft biennial calendar of conferences and meetings of the United Nations for 2014-2015 will be issued as a separate document.

At its organizational session, the Committee on Conferences also adopted the dates for its substantive session, to be held from Tuesday, 3 September, to Monday, 9 September 2013. The programme of work will follow the same pattern as in previous years: the Committee will meet formally on 3 and 4 September, and will hold informal consultations on 5 and 6 September as required, before concluding its work on 9 September. A videoconference is scheduled to be held on the morning of 4 September with the participation of conference management officials in Geneva, Vienna and Nairobi, the theme of which will be announced at a later date. In preparation for the substantive session, a briefing by the Secretariat is proposed for 29 August 2013. Other briefings may be scheduled at the request of Member States.

Agenda for the substantive session of 2013

1. Adoption of the agenda and other organizational matters.
2. Calendar of conferences and meetings:

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(a) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243;

(b) Adoption of the draft biennial calendar of conferences and meetings of the United Nations for 2014 and 2015;

(c) Intersessional departures for 2013.

3. Meetings management:

(a) Utilization of conference-servicing resources and facilities:

(i) Meeting statistics of United Nations organs and consultations with/letters to bodies concerning utilization of conference-servicing resources;

(ii) Provision of interpretation services to meetings of bodies entitled to meet "as required";

(iii) Provision of interpretation services to meetings of regional and other major groupings of Member States;

(iv) Utilization of conference facilities at the United Nations Office at Nairobi;

(v) Utilization of the conference centre at the Economic Commission for Africa;

(b) Impact of the capital master plan, strategy IV (phased approach), on meetings held at Headquarters during its implementation.

4. Integrated global management.

5. Matters related to documentation and publications.

6. Matters related to translation and interpretation.

7. Organization of work.

8. Adoption of the report and proposed dates for the organizational and substantive sessions for 2014.

Annotations

1. Adoption of the agenda and other organizational matters

2. Calendar of conferences and meetings

(a) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243

The Secretariat will report on requests received pursuant to paragraph 15 of General Assembly resolution 47/202 A and section I, paragraph 7, of Assembly resolution 40/243, for action by the Committee.

Documentation: Letter from the Chair of the Committee on Conferences to the President of the sixty-eighth session of the General Assembly (A/68/_)

(b) Adoption of the draft biennial calendar of conferences and meetings of the United Nations for 2014 and 2015

The Secretariat will prepare a draft calendar of conferences and meetings for the biennium 2014-2015 for consideration by the Committee on Conferences at its substantive session of 2013.

The Committee will submit the draft calendar to the General Assembly at its sixty-eighth session for approval.

Documentation: Draft biennial calendar of conferences and meetings of the United Nations for 2014 and 2015 (A/AC.172/2013/L.2) (to be issued)

(c) Intersessional departures for 2013

The Secretariat will compile a list of requests for intersessional departures from the approved calendar of conferences and meetings for 2013, together with information on any action taken by the Committee.

3. Meetings management

(a) Utilization of conference-servicing resources and facilities

(i) Meeting statistics of United Nations organs and consultations with/letters to bodies concerning utilization of conference-servicing resources

The Secretariat will report on the matter pursuant to section II.A, paragraphs 5, 6, 8, 12, 19 and 20 to 22, of General Assembly resolution 67/237.

Documentation: Statistical data and analysis of the planned and actual utilization of conference-servicing resources allocated to a core sample of bodies at all four duty stations will be made available to the Committee as supplementary information. The Chair will report orally on consultations with bodies in New York and on written communications with bodies at other duty stations that have underutilized their conference-servicing resources.

(ii) Provision of interpretation services to meetings of bodies entitled to meet "as required"

The Secretariat will report on the matter pursuant to section II.A, paragraph 7, of General Assembly resolution 67/237.

(iii) Provision of interpretation services to meetings of regional and other major groupings of Member States

The Secretariat will report on the matter pursuant to section II.A, paragraphs 9 to 11, of General Assembly resolution 67/237.

(iv) Utilization of conference facilities at the United Nations Office at Nairobi

The Secretariat will report on the matter pursuant to section II.A, paragraph 13, of General Assembly resolution 67/237.

(v) Utilization of the conference centre at the Economic Commission for Africa

The Secretariat will report on the matter pursuant to section II.A, paragraphs 14 to 17, of General Assembly resolution 67/237.

(b) Impact of the capital master plan, strategy IV (phased approach), on meetings held at Headquarters during its implementation

The Secretariat will report on the matter pursuant to section II.B of General Assembly resolution 67/237.

4. Integrated global management

The Secretariat will report on the matter pursuant to section III of General Assembly resolution 67/237.

5. Matters related to documentation and publications

The Secretariat will report on the matter pursuant to section IV, paragraphs 2, 3, 15 to 18, 23, 24 and 26, of General Assembly resolution 67/237.

6. Matters related to translation and interpretation

The Secretariat will report on the matter pursuant to section V, paragraphs 4, 5, 8, 10, 11 to 13 and 15 to 18, of General Assembly resolution 67/237.

7. Organization of work

In section II.A, paragraph 20, of its resolution 57/283 B, the General Assembly encouraged the Committee to keep under continued review the procedures for the participation of observers in the work of the Committee.

8. Adoption of the report and proposed dates for the organizational and substantive sessions for 2014

The Committee will adopt its draft report for 2013 and the draft resolution on the pattern of conferences for recommendation to the General Assembly at its sixty-eighth session. The Committee will approve the dates proposed for its organizational and substantive sessions for 2014.